

	Administrative Regulation Attendance	Policy #	03-07.10
		Effective Date:	July 1, 2021
		Revision Date:	N/A
		Owner:	Human Resources

Purpose:

This policy provides general guidelines for attendance and provisions for addressing excessive absenteeism or tardiness.

Scope:

This regulation applies to all employees.

Policy:

Punctuality and regular attendance is an essential responsibility of every City employee. Tardiness or absences impact fellow employees, supervisors and the public. Employees are expected to report to work as scheduled, on time and prepared to start work at the beginning of the shift, and are expected to remain at work for their entire scheduled shift.

An absence may be considered “short Notice” or as an “unscheduled absence” when an employee fails to call in, gives a late notices, or fails to give advance notices for an absence which could be anticipated. Excessive short notice or unscheduled absences and tardiness may result in discipline. No employee will suffer discrimination or retaliation for requesting or using protected leave as defined by federal or state law.

Procedure:

1. Notification

- 1.1. Employees should follow the notification procedures for their respective departments. If an employee is absent for any reason, they are typically expected to notify their supervisor or designee, indicating the reason for the absences, prior to the start of their regularly scheduled shift.
- 1.2. During absences extending more than one day, employees are expected to contact their supervisor regularly to keep them updated on their expected return date.
- 1.3. Employees may be required to provide evidence to support the reason(s) for the absence.

2. Pre-scheduled Time Off

- 2.1. Pre-scheduled time off not scheduled in accordance with department notification procedure is considered short-notice.
- 2.2. Pre-scheduled time off for doctor appointments should be approved in advance by the supervisor, at least twenty four (24) hours beforehand.

3. Short Notice/Unscheduled Time Off

- 3.1. An absence shall be considered “short notice” when the time off is not scheduled in advance per department policy or protocol. If not otherwise specified within a department procedure, employees are expected to notify their supervisor of an unexpected absence at least thirty minutes prior to the start of their work day or shift.
- 3.2. If no policy or protocol is in place, then an absence is considered “short notice” when notice occurred with less than 24 hour’s advance notice. Exceptions may be excused by a supervisor for the following reasons:
 - 3.2.1. Car accident
 - 3.2.2. Inclement weather (e.g., heavy rain, snow, ice) which affects travel conditions
 - 3.2.3. Health emergency
- 3.3. Absences due to approved leave under the state and federal Family Medical Leave Act and/or other approved leave(s) including Oregon Sick Time, bereavement, jury duty, and military leave, or under the Americans with Disabilities Act will not be included when considering an employee’s attendance record and will not be considered a short notice occurrence.

4. Tardiness

- 4.1. If an employee fails to report to the assigned work site at the scheduled time or departs early from work, the time missed is considered “tardy”, unless prior approval has been received. This applies to returning to work after breaks and meal periods.
- 4.2. A tardy that is in excess of sixty (60) minutes will be considered short notice/unscheduled absence.
- 4.3. With prior supervisor approval, staff may flex or extend a normal workday to make up for a tardy.

5. Pattern of Abuse

- 5.1. If a pattern of abuse is noted or if the frequency of short notice occurrences is considered excessive, employees may be subject to discipline.

6. No Call/No Show

- 6.1. An employee absent for three consecutive days without notification, except for an unavoidable situation, shall be considered to have abandoned their job as of the last day of active employment.

7. Utilization of Leave Accruals

- 7.1. All City employees, including FLSA-exempt employees, are required to use their available leave accruals for absences.
- 7.2. Employees are not required to use leave accrual beyond their regular scheduled work hours in any given pay week.

8. Oregon Sick Time Leave

- 8.1. Oregon Sick Time Leave law provides employees with up to 40 hours, per calendar year, of protected sick time off, provided that they have the available accrued paid leave (e.g. PTO, vacation, or sick leave).
- 8.2. Use of leave for reasons that are protected under the Oregon Sick Time state law and any other related statutory law (i.e. FMLA, OFLA, Workers Compensation, etc.) shall not be used as a reason for taking adverse employment action against an employee. Employers are prohibited from interfering or retaliating against an employee who requests or uses sick time for protected leaves.
- 8.3. Employees are not required to find a replacement worker or work a different shift in order to use sick time, although time may be flexed during that work week if mutually agreed upon.

Definitions

1. “*Absence*” is when an employee misses one or more consecutive scheduled workdays.
2. “*Excessive Short Notice or Unscheduled Absence*” is defined as more than three (3) occurrences within a rolling six month period or six (6) occurrences within a rolling twelve-month period. Note: the first forty (40) hours of paid absences related to sick leave in each calendar year cannot be counted towards occurrences when determining excessive absenteeism, per Oregon Sick Time law.
3. “*Excessive Tardiness*” is defined as more than three (3) unscheduled late arrivals or unscheduled early departures within a rolling 30 calendar day period.
4. “*Occurrence*” is defined as one period of absence, which may consist of one day or a series of consecutive days for the same reason or as a tardiness in excess of sixty (60) minutes. Occurrence is also defined as an unscheduled/short notice event that will result in time lost from work that was not requested and approved in advance in accordance with applicable

procedures. This includes leaving work prior to the end of the scheduled workday without prior approval.

5. “*Pattern of Abuse*” is when an employee’s absences occur with a common factor (day of week, day before/after holiday, etc.) at least three (3) times within a twelve (12) month period.
6. “*Pay Week*” is defined as the seven (7) day calendar period used to determine overtime eligibility, generally starting on Sunday morning and ending on Saturday.
7. “*Tardiness*” is defined as the failure to report to and be ready for work at the start of the shift, breaks, lunch, and leaving early.

Resources:

1. [Contagious Illness – Administrative Regulation #03-07.08](#)
2. [Family Medical Leave - Administrative Regulation #03-02.02](#)
3. [Leave of Absence – Administrative Regulation #03-02.03](#)
4. [Sick Leave – Administrative Regulation #03-02.04](#)

CREATION (Original):

This administrative regulation is in effect as of the date of my signature. I authorize the Human Resource Director to modify the history and resources sections and header, footer, and numbering without my reauthorization. The administrative regulation remains in effect should these revisions occur.

Approved By:	Nancy Newton, City Manager	Dates:	12/24/2020
Author:	Chaim Hertz, Director of Human Resources		
Responsible Party:	Human Resources		
Replaces:	Section 9.1 of the employee handbook		

PERIODIC REVIEW:

Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	
Reviewer:		Date:	

REVISIONS:

Version #2:	Responsible Party:			
	Revised By:			
	Approved By:		Date:	
	Reason/Summary of Changes:			